

Retention and Classification Report

Agency: West Valley City (Utah). Police Department (1353)

3575 South Market Street
West Valley City, UT 84119
801 966-3226

Records Officer Kent Jensen

06849 Felony and fatal accident case files

AGENCY: West Valley City (Utah). Police Department

SERIES: 6849

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TITLE: Felony and fatal accident case files

DATES: 1981-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files are created as a result of a complaint or other actions with resulting investigation by the police department concerned. They are the central case files for all fatal traffic accidents and felony cases handled by the West Valley City Police Dept.

RETENTION:

Retain 5 years after case closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 1.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

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(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected